

## BPG – ESS Website Time Entry Approval Guide

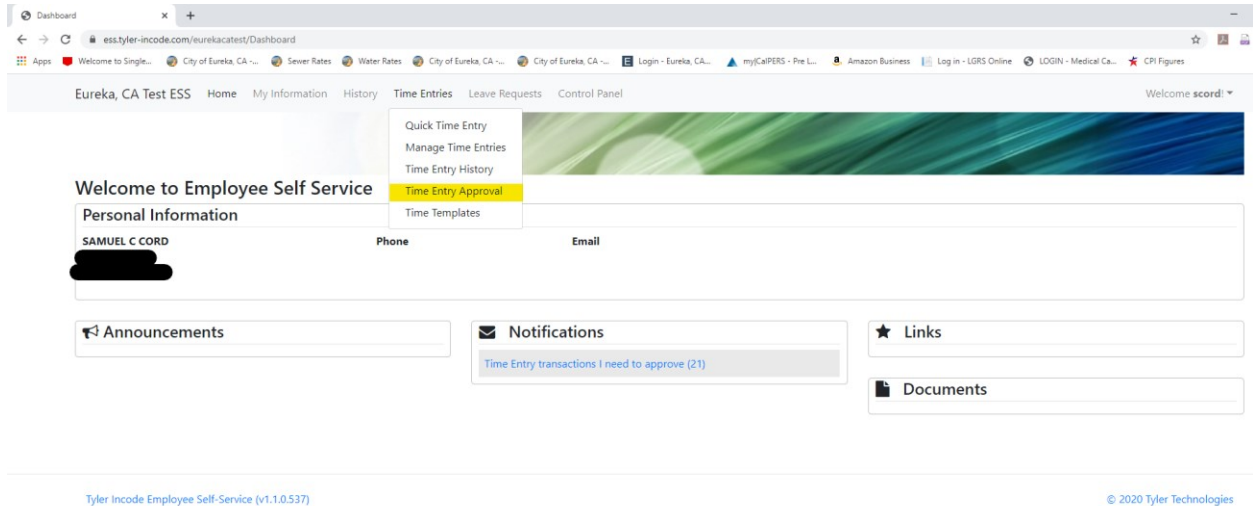
### Log into ESS

- Click on the web address link (URL) provided to you, to display the Login window. Enter your **User Name** and **Password**, and click on **Log in** to display the ESS Home Page. **Your user name and password is the same one you use to log into your computer.**

-URL: <https://ess.tyler-incode.com/eurekacatest> -

The screenshot displays a web browser window with the URL [ess.tyler-incode.com/eurekacatest/Account/LogOn](https://ess.tyler-incode.com/eurekacatest/Account/LogOn). The page title is "Eureka, CA Test ESS". The main content area features a "Log in" heading and a login form. The form includes a "User name" field with the text "test1", a "Password" field with masked characters "...", and a "Remember me?" checkbox. A "Log in" button is positioned below the password field. The footer of the page contains the text "Tyler Incode Employee Self-Service (v1.1.0.428)" on the left and "© 2020 Tyler Technologies" on the right.

- Click on the **Time Entries Menu** located at the top of the web page and select **Time Entry Approval** (you may also see notifications of unapproved entries).



## Time Entry Approval

- In Time Entry Approval, select the employee from the “employee” box in the upper-right
- Once an employee is selected, you will see all time entries submitted by that employee for approval.
- Select the box for each day submitted and select “Approve Selected Entries...” or “Reject Selected Entries...” as appropriate. **Please review carefully.** Make sure dates, activities, and hours are accurate and free from error.

**Time Entries**

- Quick Time Entry
- Manage Time Entries
- Time Entry History
- Time Entry Approval**
- Time Templates

### Approve Time

Department: 730-0020 - Finance Employee: T. TEST

Select All Unselect All Approval Time Sheet...

Approve Selected Entries... Reject Selected Entries...

Pay Period Total: 56.00

Week: 05/16/2020 - 05/22/2020  
Position: TEMP-H - TEMPORARY EMP --HOURLY

Activity	Project	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22
Sample regular pay		8.00	8.00	8.00	8.00	8.00	8.00	8.00
<b>Daily Totals:</b>		8.00	8.00	8.00	8.00	8.00	8.00	8.00
<input type="radio"/> Unapproved/Unsubmitted <input type="radio"/> Partially Approved <input checked="" type="radio"/> Approved								<b>Week Total:</b> 56.00

Select All Unselect All

Approve Selected Entries... Reject Selected Entries...

- Time Entries

Quick Time Entry

Manage Time Entries

Time Entry History

Time Entry Approval

Time Templates

## Approve Time

⏪ Department730-0020 - Finance ⏩

Employee1, TEST ⏪

Position	Activity	Project	Date	Amount	Description
TEMP-H - TEMPORARY EMP --HOURLY	Sample regular pay		05/18/2020	8.00	
TEMP-H - TEMPORARY EMP --HOURLY	Sample regular pay		05/19/2020	8.00	
TEMP-H - TEMPORARY EMP --HOURLY	Sample regular pay		05/20/2020	8.00	
TEMP-H - TEMPORARY EMP --HOURLY	Sample regular pay		05/21/2020	8.00	
TEMP-H - TEMPORARY EMP --HOURLY	Sample regular pay		05/22/2020	8.00	

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Approve

- Time Entries

[Quick Time Entry](#)  
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[Time Templates](#)

## Approve Time

<<

Department

730-0020 - Finance ▾

Employee 1, TEST ▾ >>

Select All Unselect All

Approval Time Sheet..

Approve Selected Entries...

Reject Selected Entries...

Pay Period Total: 56.00

Week: 05/16/2020 - 05/22/2020  
Position: TEMP-H -- TEMPORARY EMP -- HOURLY

Activity	Project	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22
Sample regular pay		<input type="checkbox"/> 8.00 <input type="checkbox"/>	8.00 <input checked="" type="radio"/>	8.00 <input checked="" type="radio"/>	8.00 <input checked="" type="radio"/>	8.00 <input checked="" type="radio"/>	8.00 <input checked="" type="radio"/>	8.00 <input checked="" type="radio"/>
Daily Totals:		8.00	8.00	8.00	8.00	8.00	8.00	8.00
<input type="radio"/> Unapproved/Unsubmitted <input checked="" type="radio"/> Partially Approved <input checked="" type="radio"/> Approved								
Week Total:								56.00

Select All Unselect All

Approve Selected Entries...

Reject Selected Entries...

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## Log out of ESS

On any page in the ESS, click on the down-arrow next to your name in the upper right corner of the page to select **[Log Off]** from the pop-down menu.

Quick Time Entry

Department: 110-1420 - City Clerk Employee

Pay 0.00 Show Submitted Time/Leave Time Sheet Report

Period Total:

Week: 01/01/2020 - 01/07/2020  
Position: Test Position 1 - Test Position 1

	Activity	Project	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4	Sun 1/5	Mon 1/6	Tue 1/7
-	REGULAR PAY	Choose...	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	VACATION	Choose...	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+		Daily Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Week Total: 0.00						

Show Next Week (01/08/2020 - 01/14/2020)

Save Save & Submit